



September 2018

Spring has arrived, blossoms everywhere. A new weather season and a new marching season is near with Field Days in the diary for Auckland and Southland this month. Daylight savings starts on Sunday 30th September and marching practices will move outdoors utilising that extra hour of daylight. With Field Day and Opening Days fast approaching hopefully all the 'off-field' work has been completed – the planning of competition days for the season completed and confirmed, initiatives for retaining members this season have now been put in place, repairs and repaint to equipment like disks and corner flags undertaken and all is ready for march days. This month's 'to do list' -

- ◆ **Registration of Association** is due and should be attended to as soon as possible after your Annual Meeting ensuring that all Association Committee Members are registered members prior to attending the first Committee Meeting after they are elected, refer (Rule 16.4.2). All Membership registrations renewals are due 1 October and must be completed prior to 1 November. Thank you to Marching Wellington, first Association to register for the coming season.
- ◆ **Club/Team Registrations** will be next. Have you considered holding a Registration Evening, a social opportunity to mix with Team Management – Coaches, Chaperons, Managers and Treasurers and get all the registration details completed without the pressure of a pending competition. Another option is to have a Registration Desk at the Field Day, even allocating times for teams to register.
- ◆ **Membership Registration Procedures and Forms** are available on the MNZ website. It is a busy time for your Membership/Privacy Officer getting the registrations collated and checking that they are completed fully and correctly then approving before sending off to MNZ. Your Membership Privacy Officers should not be afraid to return forms that have not been completed correctly, thus withholding registration until all details are complete and or supplied. Please remind Teams and Officials that until registration is completed by MNZ they are not registered members and cannot participate in marching activities (meetings, competitions, fundraising).
- ◆ **Conviction Check Policy** is to be implemented this season also. All Team Management (Coach/s, Chaperon/s, Manager and Treasurer along with all Committee Members must have a Conviction Check prior to being registered this season.
- ◆ **Shared Subscription** is again available this season. Has your Committee been able to spread the word about the incentive for members to 'introduce a member' to marching. This could be a challenge to your Teams to see which Team can introduce the greatest number of new members and the Judging Panel and Association Committee can be considered a Team as part of the challenge! Shared subscription is to encourage not only new membership but also retention, where an existing Marching New Zealand member introduces someone new in to the Sport of Marching and that that person is a full paying member, MNZ through the Association Registrars, refund 50% of their MNZ subscription in the following year. This is conditional upon both the existing and new member renewing after one year. A full paying member is represented by way of an individual registration (not an Associate Member), and the 50% discount is to apply to the type of membership paid in year one. A members' discount is limited to 50% only regardless of the number of new members introduced.
- ◆ **Coach Incentive** for a Coach after three years' consecutive years as a practising Coach when they will receive a \$50 gift voucher. Spread the word amongst the Coaches, those who 'retired' at the end of last season may reconsider and continue Coaching perhaps as an 'assistant' coach to a new Coach or even a second Coach to an existing Team.
- ◆ **Introduction to Coaching Accreditation** must be completed by all new coaches. As per Rule of Participation A21, all new Coaches are required to complete the Introduction to Coaching accreditation before commencing to Coach. A new coach cannot be registered until they have completed Introduction to Coaching and must have the approval of the Association. A reminder to your Coaching Co-ordinator to forward the names of new Coaches who have completed the accreditation to the Director of Coaching coach@marching.co.nz who will in-turn send the new coach their Certificate. Introduction to Coaching resources and workbooks are available from the website
- ◆ **Level One Accreditation** must be completed by a competitive Team Coach before their registration to coach can be approved by the Association. Level One is available online via the website, there are

two modules with workbooks and each takes approximately 1 hour to complete. Once completed, it is submitted direct and assessed for understanding and responded to by the Director of Coaching.

- ◆ **Liabilities to the sport** by members will need following up with Club/Team Treasurers and remind them to contact the Association immediately the members have been cleared. This will avoid any hassle at registration time. Transfer requests from other Associations must be completed with urgency and only require clearance from the Association not the team as all members will have been given clearance from their teams unless they have been filed with the Association as having a liability to the sport. If this applies, of course the Association cannot give clearance until the liability has been cleared.
- ◆ **Teams/Members that may 'be taking a year off'**. Is the Association Membership/Privacy Officer up-to-date on this for the coming season? It is very important to ensure that any member taking a year off is aware if they have outstanding liabilities, that they are not clear to register until the liabilities have been cleared. Even though they have no intention of marching this season but if they are in one or two years they still cannot register - the liability is still there. Still there until it is cleared. Liabilities are not necessarily outstanding monies for subs, raffles or fundraising, it can be for un-returned uniforms, boots, unsold chocolates or trophies and can also be unaudited Bank Accounts or Judges Manuals. Anything they have that belongs to the Team or the Association is considered a liability until returned or paid for. Note that a team is not in recess if they are only 'having a year off' and of course if 'having a year off' there will be no movement in bank account balances during this time. Bank Statements are still to be forwarded to the Association until the team is either active again or deemed in recess. It is only when a Team is taking a second year off that the recess process commences.
- ◆ **Recess Teams** if they if the Team is in a second year of having a year off. Should they decide not to register again, they have deemed themselves in 'recess' and the teams' assets are to be passed over to the Association Committee. The assets and funds (held in a separate trust account) are held for a period of two years. If during this two-year period the Association Committee approves, the team (Coach, Chaperon/s, Manager, Treasurer and Marchers) to use the Team name for the purpose of re-activating the Team concerned, the Association shall provide the assets and funding held in the trust. Refer Rule of Participation A18.3. If the Team does not re-form within the two-years, then the Association Committee shall use the assets and funding for the furtherance of the Sport in the Association.
- ◆ **Annual Meeting Minutes** are to be forwarded to MNZ, and copies of your Financial Statements are to be sent to MNZ also, send direct to MNZ Director of Finance, Craig Rhodes at PO Box 4160 Christchurch 8140.
- ◆ **Incorporated Societies** also receive a copy of your Financial Statements. Send direct to the Registrar of, Ministry of Economic Development, Private Bag 92061, Auckland Mail Centre 1020 or via the website www.societies.govt.nz and also update contact details for the Association. Just a note, if details are not correct you cannot be contacted and if your financials are not supplied you risk being 'struck off' and every association is constitutionally required to be registered with Incorporated Societies. It is not necessary to list all Association Committee and to keep the process simpler, perhaps just have the one contact (President, Secretary, Treasurer) only.
- ◆ **National Directory of Key Personnel** are circulated at the beginning of each month so please notify any changes; of people, positions or contacts details. The key to look for in the updates is the date at the top of each page which will indicate the last time any changes were LAST UPDATED. This document is not published on the website.
- ◆ **Calendar of Events** is also circulated at the beginning of each month and is published on the website. Dates will also appear in the monthly MNZ Newsletter and will be added to the Home Page of the website weekly during the marching season, so it is imperative that the dates are correct. Look at your calendar again and encourage the Association to see if more competition/events can be added. The more competition/events the more opportunities to promote and profile the sport and recruit marchers, coaches, judges and competition day volunteers. And remember you have to hold at least two competitions (must be a competition and on separate days ROP NZC3) prior to the 31 December for your teams to be eligible for entry to NZ Championships. A Field Day does not constitute a competition unless it is judged with a Master Sheet provided.
- ◆ **All Trophies** should have been returned by 31st August, so follow up now on the very late returns to avoid problems later. There was a change to the return date for NZ Trophies approved at the Annual Meeting. The new return date is the same as for Association Trophies, 31st August. Island Trophies are not to be returned to the MNZ Trophy Custodian, the 'rules' for your Island event will contain details of this, if you are unsure contact the host association from where they were presented as to where to return them.

- ◆ **Policy & Operations Manual (Technical)** must be updated with all the Technical Details & Judging Criteria for the coming season (1st July release and any others since). The Association Chief Judge and Coaching Co-ordinator should also hold an 'official Association' copy as part of their role so ensure if a change of position occurs that the Policy & Operations Manual (Technical) is handed onto the incoming Chief Judge or Coaching Co-ordinator. All Technical Details & Judging Criteria is available in printable format from the website. New folders can be purchased at \$35.00. Order via the MNZ website or contact the Technical Manager technical@marching.co.nz. Please allow 10days for despatch and delivery.
- ◆ **Judge sheets** are now available from the website.
- ◆ **Volunteer of the Month** – please keep sending in your volunteer profiles for inclusion in the Newsletter, volunteers are very important to our sport and deserve recognition.
- ◆ **Competition Equipment** needs to be checked before Field Days and Openings Days. Were you able to get someone to check it ready for a hassle-free start to the season? Have the disks been freshly painted and corner flags been repaired/renewed? Well done if your delegation was successful, try again with some more urgency if not. I am sure there will be a willing Dad on hand who loves painting if asked. Have you checked that the Instruction/Check List cards for the field/plan layer and music set up/down have not been misplaced. They are handy to hand to a keen parent/volunteer on competition day to help with, especially the clean up afterwards. Volunteers appreciate knowing what they are expected to do and having an instruction sheet makes it so easy to hand over and requires no explanation. The TWP circulated and it is available from the website, a very clear field plan layout for the Plan Layer.
- ◆ **Competition Day** volunteers need to be trained to ensure your competitions run smoothly. This could be at an 'information day/evening' or be part of your Field Day when you can share the updated Competition Day check list and Risk Management check list. This could also be the opportune time to include a First Aid refresher. It is the Associations responsibility to provide First Aid facilities at all Association Championships and Competitions (ROP RAC10.1) and to provide the name of an approved First Aid Official to the Competition Day Officials and Team Coaches at the commencement of each competition/championship (ROP RAC10.3). Your Officials/Volunteers can get thanked in advance – they could even be provided with their official Volunteers t-shirt, polo or jacket if your association has them. Instil some pride in your Association Volunteers, they are no different to a marching team when they put on a uniform... it is nice to be appreciated and feel part of a team.
- ◆ **Association Committee Meeting Effectiveness Test**, does your Association undertake this exercise at the end of each meeting? The concept was presented by the MNZ President at an Admin Forum and was agreed by those Presidents in attendance as a great tool. I will resend the document outlining the process for your Association to implement. It is the same process the Board undertakes and have found the exercise very worthwhile and has made Board meetings 'more effective'.
- ◆ **Association Meeting Minutes** must include reportage from your Treasurer, Chief Judge and Coaching Co-ordinator and if not included in the text of the minutes and is referred to 'as attached', then the reports **MUST** be attached when circulated including when forwarded to MNZ and the TWP and attached when filing for keepsake as per ROP A20.2. Keep sending in your Minutes and remember to send them to the TWP also.
- ◆ **Lines of communication** are as per the Rule of Participation A19.8 are not being followed and should the rule be looked at. The rule is very clear, members just need reminding. For Coaches and Judges, they first communicate with their Chief Judge or Coaching Co-ordinator who will then communicate with their counterparts the Director of Judging and Director of Coaching.
- ◆ **Association Roadshow** will be undertaken this month, so September is going to be a very busy month. I look forward to meeting you all

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supports Marching New Zealand Inc.